

Time Management



SELF LEADERSHIP

In this workshop delivered by C.C.W.T., participants will have the opportunity to:

- 🕒 recognise the patterns and personal habits that cause mismanagement of time
- 🕒 identify the demands and pressures surrounding their work and life in general
- 🕒 analyse personal responses to stress and develop strategies for working more effectively when under pressure
- 🕒 learn how to define and prioritise key roles and goals and set up effective planning systems
- 🕒 better manage paper work and administrative chores
- 🕒 learn when and how to delegate in order to share the role with others.

WHEN: Thursday 19 August 2010

WHERE: Jannali Neighbour Aid, Uniting Church Hall,
527 Box Rd, Jannali

TIME: 9.30am – 4.30pm

COST: **FREE** for VOLUNTEERS

\$40.00 for HACC STAFF and **\$60.00** for non-HACC STAFF

For bookings and any further information, please contact
Training Link Team on [8558 4000](tel:85584000) or Email: vollink@stgcs.com.au

Please make cheques payable to **St George Community Services**
Payment 7 days prior to course dates is required.

